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Clerical Development Program

National Cancer Institute
National Institutes of Health

"The Clerical Development Program gave me the skills to get a job with very good promotion potential."

"I got the opportunity to learn about every facet of NCI by working in several offices."

"This Program has given me the opportunity to gain some very useful 'on the job' training and the confidence I need to get a good job."

"The Program has given me an edge; it has helped me learn a variety of jobs."

HE 20.3152:

Discrimination Prohibited: Under provisions of applicable public laws enacted by Congress since 1964, no person in the United States shall, on the grounds of race, color, national origin, handicap, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity (or, on the basis of sex, with respect to any education program or activity) receiving Federal financial assistance. In addition, Executive Order 11141 prohibits discrimination on the basis of age by contractors and subcontractors in the performance of Federal contracts, and Executive Order 11246 states that no federally funded contractor may discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. Therefore, the NATIONAL CANCER INSTITUTE must be operated in compliance with these laws and Executive Orders.

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A Look at the Clerical Development Program and Some of it's Interns

The Clerical Development Program Starts You on the Way to a Career with a Future

There are many opportunities for advancement at the National Cancer Institute for clerical/ technical positions. The Clerical Development Program will give you an indepth knowledge of the organization and its mission, along with the training, skills and confidence you need to meet your career goals. Upon completion of the program, you may qualify for such positions as Editorial Assistant, Procurement Assistant, Personnel Assistant, Grants Assistant and Secretary.

How far you advance, however, will depend on your ability and performance. The Clerical Development Program will give you valuable technical training and experience to help you achieve your full potential.

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"I especially liked the attitude of the people for whom I worked. Everything I did and did right was GREAT and if I didn't know something that was ok too; they were more than happy to teach me."

"I feel that the Clerical Development Program was beneficial to me because I got a flavor of the entire Division and its operations. Now, as an assistant in the Division's Administratie Office, I am more sensitive to the needs and differences of each area."

Ellen Moul
Graduate
Clerical Development Program

What It's About

The Clerical Development Program is designed to provide participants with the opportunity to learn valuable skills through a combination of on-the-job practical experience and formal classroom instruction. Length of time in the program varies with each intern and may extend up to a year.

Interns work and learn in a variety of office settings at NCI. An Individual Development Plan is tailored for each trainee, and classroom instruction is provided for skills that need to be strengthened.

At the end of the training period, interns will be referred for permanent placement.

Training

A unique combination of classroom training and on-the-job practical experience is available to Clerical Development Program Interns. Shortly after entering on duty, you will sit down with your supervisor and map out an Individual Training Plan. This plan is designed to prepare you for a successful career in the federal government and will include a wide range of job-related courses such as word processing, travel, editing, purchasing, medical terminology and office techniques.

Benefits

Along with the security of a good paying job and the personal satisfaction of career growth, federal employment offers an attractive benefits package to its permanent employees. Paid holiday and vacation leave, optional low-cost life insurance, paid sick leave, a variety of medical health plan options and retirement plan are among the many benefits that are yours as a federal employee. At the National Institutes of Health (NIH) you will also have the added benefits of free parking, and convenient transportation, i.e., vanpools, bus and metro subway train.

"In my assignment with the Radiation Oncology Branch, I not only learned the skills of a medical secretary, but I had a lot of patient contact. I learned to use my heart as well as my hands."

"The Program has made me see my own potential. I am more outgoing and now believe there is no limit to my ability, if I apply myself."

Salary

Salaries are paid at rules listed under the "General Schedule," depending on qualifications. The grade level for which you qualify is determined by your education and experience. If your work is satisfactory, you will receive regular within-grade increases.

Federal salary rates are adjusted periodically. For up-to-date information, consult the current pay schedule in this brochure.

How to Apply

Interns for the Clerical Development Program are hired as Clerk-Typists or Clerk-Stenographers. To qualify for the Clerk-Typist or Clerk-Stenographer rating, you must be able to pass a clerical aptitude test and a timed typing and/or stenography test. You must also be a U.S. citizen. No experience is necessary.

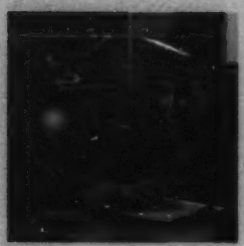
In addition to meeting these basic requirements, our most successful interns also possess the following skills: dependability, verbal and written communications skills, flexibility, good interpersonal skills, desire to learn and take instruction, and dedication to quality.

Details on Obtaining the Initial Rating and Procedures for Applying for the Program are Explained in the Individual Inserts Accompanying this Brochure.

More than Work

A full range of services is provided to NCI employees. They include: day care facilities, carpool locator, beauty shop, barber shop, dry cleaners, gift shops, cafeterias, snack bars, travel agent, banking and federal credit union facilities.

After-hours activities are also available to NCI employees. An employee organization, the Recreation and Welfare Association (R&W), sponsors a wide variety of social, cultural and athletic activities. In addition, health and exercise classes, conditioning equipment and a modern fitness facility are located on the NIH campus.



"The benefits which accrue to both the Institute and participants in the Clerical Development Program make this program an attractive and valuable career development option."

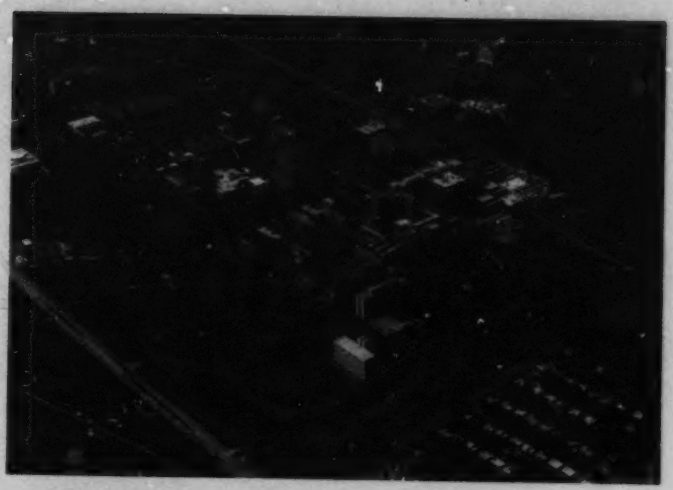
Mark Kochevar
Administrative Officer
Division of Cancer Etiology, NCI

"I found out I was very happy in a clinical atmosphere where I was able to interact with patients as well as paper."

What Makes NCI Special?

The National Cancer Institute (NCI) is part of the National Institutes of Health (NIH), one of the largest biomedical research centers in the world. Our principal offices are located in a campus-like setting at 9000 Rockville Pike, Bethesda, Maryland, 12 miles from the Nation's Capitol.

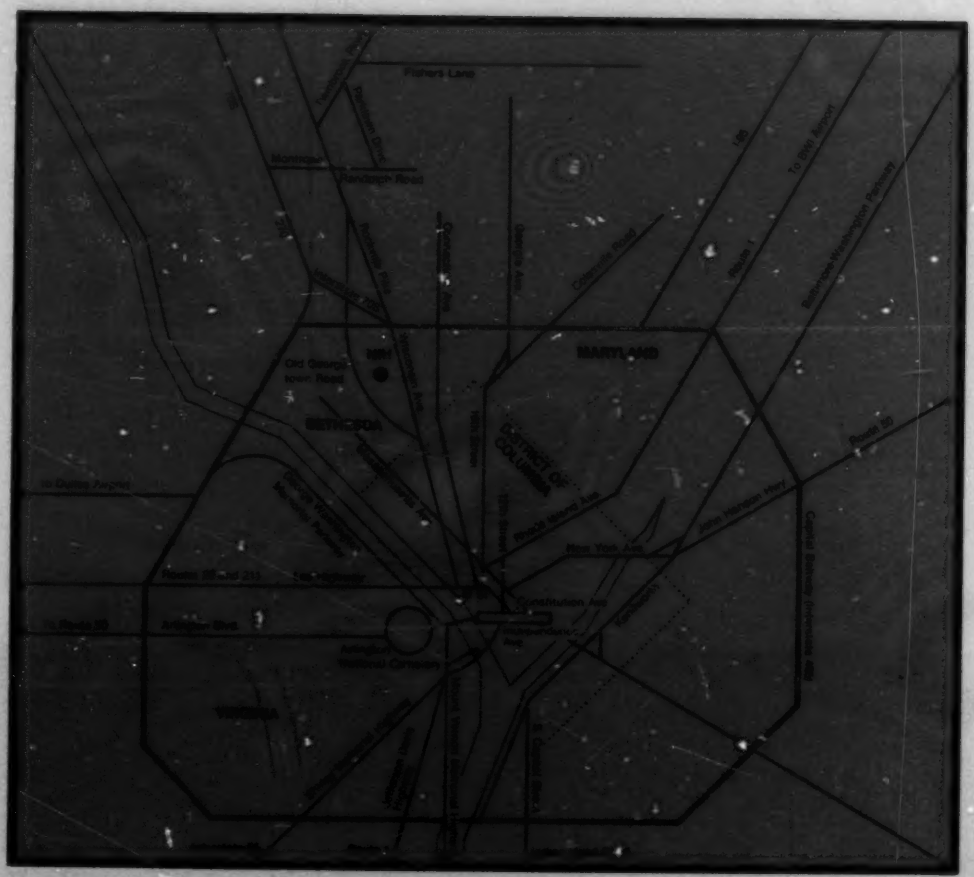
NCI is a vibrant, exciting place to work. At the NCI, substantial resources are devoted to not only finding the cause of cancer but on seeking ways to prevent, diagnose, and treat it, as well. The staff of approximately 2400 employees includes research scientists, medical personnel, administrators, technicians, laboratory support specialists and numerous scientists from around the world. You will become a part of the research team which represents the tradition of professional excellence that has long characterized the National Cancer Institute.



"The NCI Clerical Development Program gave me good training. I learned a lot about different procedures and how to set priorities."

"Through this Program our organization has been able to provide valuable assistance for both our administrative and scientific personnel as well as provide training and experience to individuals who will use this knowledge and skill to further their own career goals."

Steve Ficca
Deputy Executive Officer, NCI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Experience and Education Requirements for Clerk-Typists

For Positions of	Must Meet the Following
GS-2 Clerk-Typist	Pass general written test and Typing proficiency*
GS-3 Clerk-Typist	Pass general written test and Typing proficiency* and Six months appropriate clerical experience OR One year of full-time study in college or business school
GS-4 Clerk-Typist	No written test required. Typing proficiency* and One and one-half years of appropriate clerical experience OR one year of full time study in college or business school and one year appropriate clerical experience.

Typing proficiency
The typing performance requirement is a minimum of 40 words per minute with three errors on a five minute typing test.

Experience and Education Requirements for Clerk-Stenographers

For Positions of	Must Meet the Following
GS-3 Clerk-Stenographer	Pass general written test and Typing proficiency* and Shorthand proficiency**
GS-4 Clerk-Stenographer	Pass general written test and Typing proficiency* and Shorthand proficiency** and One year of full time appropriate clerical experience or two years of full-time study in business school or college. Education after high school in amounts less than two years is not creditable.
GS-5 Clerk-Stenographer	No written test required. Typing proficiency* and Shorthand proficiency** and Two years of appropriate clerical experience OR one year of appropriate experience and two years of full-time study in business school or college.

Typing proficiency
The typing performance requirement is a minimum of 40 words per minute with three errors on a five minute typing test.

****Shorthand proficiency***
Shorthand requirement consists of dictation at the rate of 80 words per minute with no more than 24 errors for GS-3/4 and 120 wpm with no more than 16 errors for GS-5. The dictation speed and error rates are based on a three minute test.

GS-2/3 Clerk-Typists and GS-3/4 Clerk-Stenographers must:

Take a written test that measures clerical and verbal abilities. This written test is given at NIH on Monday, Wednesday and Friday at 9:00 a.m. on a first-come, walk-in basis. Space is limited, and it is suggested that you arrive by 8:30 a.m. to assure that room is available. A typing test is given after the written portion.

Location of the test is:

National Institutes of Health
9000 Rockville Pike
Building 31, Rm B3C08
Bethesda, Maryland 20892
(301) 496-6261

Building 31 is located near the corner of Rockville Pike and Cedar Lane in Bethesda.

GS-4 Clerk-Typists and GS-5 Stenographers:

1. No written test is required.
2. Applicants must complete the OPM Form 5001-B, (Record Card).

**Forms may be obtained from the Office of Personnel Management, 254-9847, or by coming to the NIH Testing Office (address above.) The office is open daily from 8:30 a.m. to 4:30 p.m.*

1985 Pay Schedule for Federal White-Collar Workers

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
GS-1	$ 9,339	$ 9,650	$ 9,961	$10,271	$10,582	$10,764	$11,071	$11,380	$11,393	$11,686
GS-2	10,501	10,750	11,097	11,393	11,521	11,860	12,199	12,538	12,877	13,216
GS-3	11,458	11,840	12,222	12,604	12,986	13,368	13,750	14,132	14,514	14,896
GS-4	12,862	13,291	13,720	14,149	14,578	15,007	15,436	15,865	16,294	16,723
GS-5	14,390	14,870	15,350	15,830	16,310	16,790	17,270	17,750	18,230	18,710
GS-6	16,040	16,575	17,110	17,645	18,180	18,715	19,250	19,785	20,320	20,855
GS-7	17,824	18,418	19,012	19,606	20,200	20,794	21,388	21,982	22,576	23,170
GS-8	19,740	20,398	21,056	21,714	22,372	23,030	23,688	24,346	25,004	25,662
GS-9	21,804	22,531	23,258	23,985	24,712	25,439	26,166	26,893	27,620	28,347
GS-10	24,011	24,811	25,611	26,411	27,211	28,011	28,811	29,611	30,411	31,211
GS-11	26,381	27,260	28,139	29,018	29,897	30,776	31,655	32,534	33,413	34,292
GS-12	31,619	32,673	33,727	34,781	35,835	36,889	37,943	38,997	40,051	41,105
GS-13	37,599	38,852	40,105	41,358	42,611	43,864	45,117	46,370	47,623	48,876
GS-14	44,430	45,911	47,392	48,873	50,354	51,835	53,316	54,797	56,278	57,759
GS-15	52,262	54,004	55,746	57,488	59,230	60,972	62,714	64,456	66,198	67,940
GS-16	61,296	63,339	65,382	67,425	69,468*	71,511*	73,554*	75,597*	77,640*	
GS-17	71,840*	74,197*	76,590*	78,983*	81,376*					
GS-18	84,157*									

* *The rate of basic pay payable to employees at these rates is limited to the rate payable for level V of the Executive Schedule, which would be $68,700.*

SOURCE: THE WHITE HOUSE.